



# FY08 Leading By Example Pilot Project Preliminary Application Form

Massachusetts Leading by Example Program  
Executive Office of Energy and Environmental Affairs

The EOEEA Leading by Example (LBE) Program annual Pilot Project Program for Massachusetts State Agencies seeks to provide **funding for innovative projects that facilitate the incorporation of sustainable products, practices and/or technologies into state government operations.** Pilot Project funding is open to all Massachusetts state agencies, which collectively can have a big impact in reducing the environmental impact and operational costs of state government.

## **This Year's Funding Priorities**

This year's specific focus areas include:

- **Energy Efficiency** - Daylighting, Computer Power Management, Outdoor Lighting;
- **Renewable energy** – Cost-effective small-scale projects that can be installed fairly quickly;
- **Green Buildings & Green Roofs** –Incremental costs for sustainable building materials, analysis and/or feasibility studies;
- **Waste** - Cardboard Recycling, Composting, Recycling in Public Areas;
- **Water** - Use of innovative water heating strategies such as “Tankless Water Heaters,” and less toxic water treatment alternatives, greywater reuse, waterless urinals, and sustainable landscaping;
- **Transportation** – Alternative fuels, high-percentage biodiesel, plug-in hybrid technology, transportation greenhouse gas emission reduction analysis/planning.

We will also consider funding other innovative and cost-effective projects. Proposed projects should cost between \$5,000 and \$20,000, although other funding amounts may be authorized on a case-by-case basis.

The Pilot Program is meant to fund new or unproven technologies and programs which, if successful and cost-effective, can then be adopted across state agencies and colleges. Through previous pilot projects we have found that products such as office paper recycling equipment, compact fluorescent lights, motion sensors, and low-energy exit signs are all very cost-effective and reliable, and we therefore will not be funding these or similar projects this year, with the expectation that agencies can and should adopt these technologies/products without external funding assistance. The Pilot Program will also not fund ongoing operational costs or maintenance costs.

## **How to Apply**

This year, in an effort to speed up the funding process and more efficiently align Pilot Project applications with funding priorities, agencies and colleges should first submit the less detailed, preliminary application on page 2. If the LBE Program is interested in funding your project, we will be in touch to help gather additional information as needed.

Prior to the disbursement of any pilot project funds, an agency must submit a substantially completed FY07 Tracking Form (which will be available shortly at <http://www.mass.gov/envir/Sustainable>). We do, however, welcome submission of pilot project preliminary applications while you are working to complete your tracking form.

## **Project Evaluation**

Project proposals should demonstrate innovation, cost-effectiveness, replicability, and/or environmental benefits, as well as the extent to which an agency is providing either in-kind or financial support for the project.

**Questions?** Please contact Abbey Tennis, Executive Office of Energy and Environmental Affairs. (617) 626-1172, [abbey.tennis@state.ma.us](mailto:abbey.tennis@state.ma.us).



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## **Pilot Project Preliminary Application**

Please fill out the information below with a short summary of the project proposal. We are looking for identification of the project need and benefits, a general idea of the materials/services required, and the expected timeframe and staff responsible for completing the project.

Project Name: \_\_\_\_\_

Agency/Division: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project location: \_\_\_\_\_

### **Project Type:**

- ☐ Energy Efficiency ☐ Renewable Energy ☐ Green Buildings ☐ Waste ☐ Water ☐ Transportation  
☐ Other (please list) \_\_\_\_\_

We ask all participants to check the following statements to signal an understanding of your obligations to the program. Program participants agree to:

- \_\_\_\_\_ Complete the pilot project during FY08  
\_\_\_\_\_ Provide a short report and/or analysis of your project  
\_\_\_\_\_ Submit digital photos (where appropriate) of the project at relevant stages of work

### **Project Description:**

Below, please provide a short description of the project overview/goal, equipment or services needed, and a general idea of the environmental and economic benefits that the project will deliver:

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Estimated Project Cost: \$ \_\_\_\_\_

**To apply, please complete and return this page via email by 3:00 p.m., Friday November 2<sup>nd</sup>, 2007 to Abbey Tennis, Leading by Example Program at: [abbey.tennis@state.ma.us](mailto:abbey.tennis@state.ma.us), or via fax to 617-626-1181.**

**All materials/services obtained through this pilot project funding must be delivered/completed by June 30<sup>th</sup>, 2008.**